

MEMORANDUM OF AGREEMENT
BETWEEN
EXECUTIVE OFFICE ON EARLY LEARNING
AND THE
STATE OF HAWAII, DEPARTMENT OF EDUCATION
TO IMPLEMENT A HIGH-QUALITY PREKINDERGARTEN PROGRAM
MASTER AGREEMENT

I. PURPOSE

This Memorandum of Agreement (hereinafter referred to as "Master MOA") is entered into by and between the following State of Hawaii entities: The Executive Office on Early Learning (EOEL), whose mailing address is 1390 Miller St, Room #303, Honolulu, Hawaii 96813; and State of Hawaii, Department of Education (DOE), whose mailing address is P.O. Box 2360, Honolulu, Hawaii 96804. EOEL and DOE are collectively referred to as the "Parties." The purpose of the Master MOA is to establish a framework of collaboration, as well as articulate specific roles and responsibilities of the Parties in support of the State in its implementation of the EOEL Public Prekindergarten Program. The Master MOA provides the general terms and conditions applicable to all arrangements between EOEL and individual DOE Schools (SCHOOL). Each arrangement between EOEL and a SCHOOL shall be documented by using the "DOE School Addendum," using the form attached as Exhibit A.

II. RECITALS

The Executive Office on Early Learning (EOEL) Public Prekindergarten Program increases opportunities for more families to participate in the early childhood system by expanding access to high-quality preschool programs. The program requires the use of high-quality standards that are linked to children's educational outcomes. Principals and staff are provided with continual professional development opportunities including coaching and mentoring support provided by EOEL Early Learning Resource Teachers with extensive knowledge in early childhood education.

DOE schools enroll prekindergarten children in the year prior to kindergarten eligibility, with priority given to children who are at risk for experiencing adversities that impact development and learning as determined by State law. School principals hire Teachers and Educational Assistants who meet the established minimum qualifications. The

principals and teachers participate in professional learning in early childhood education as provided by the EOEL. Classrooms must be designed to support learning experiences in all domains of development and learning. Curriculum, instruction, and assessment are designed and implemented to guide, facilitate, and promote meaningful, inquiry-based learning. Schools provide reports with information as required by the EOEL Public Prekindergarten Program. Schools participating in the program shall contribute to the creation of system-wide change by making teaching, classrooms, and school environments responsive to how young children learn best and aligning Pk-3 programs.

The Parties, through the Master MOA, desire to ensure developmentally appropriate and effective learning experiences for young children that contribute to long-range, positive impacts for children as they progress through the following school years – which include improving the quality of staff interactions with students from the start to the end of the school year as evidenced by data obtained through Classroom Assessment Scoring System® (CLASS®) observations, and increasing overall development and learning for students from the beginning to the end of the school year as evidenced by data obtained through TeachingStrategies® GOLD® (TS Gold®) assessments. The Parties also desire to provide prekindergarten environments that are supportive of, and responsive to, their respective community of families through the engagement of the teaching staff and school administration with families, for the benefit of children's growth and learning.

III. TERMS

A. SCHOOL RESPONSIBILITIES FOR EACH EXECUTED DOE SCHOOL ADDENDUM

The SCHOOL agrees to the following terms:

- (1) **Annual Progress.** Make annual progress toward the implementation of a high-quality early learning program, which aligns prekindergarten through third grades (Pk-3) based on child development and early childhood education research, including developmentally appropriate practices, within the school and community;
- (2) **Academic School Year.** Operate the prekindergarten program based on DOE's academic year schedule, aligned with the full-day kindergarten classroom hours and schedule;
- (3) **No Cost.** Offer the prekindergarten program at no cost to families;
- (4) **Income Verification.** Ensure that all families submit verification of income regardless of the at-risk category under which they are applying;
- (5) **Enrollment.** Enroll a maximum of twenty (20) students in the prekindergarten

- class with children who are four years old on or before July 31 of the school year, as aligned with the DOE kindergarten age entry requirements with preference provided to students who fall into the “at-risk” category, which includes but is not limited to those who are eligible for special education services, English as a second language learners, foster children, and/or homeless, and/or whose family income is at or below 300% of the Federal Poverty level, pursuant to HRS § 302L-7(b);
- (6) **Individuals with Disabilities Education Act-Eligible Students.** Include students with disabilities based on Individualized Education Plan (IEP) placement, recognizing that the in-classroom ratio of children with disabilities to the general population should be based on the principle of natural proportions (the inclusion of children with disabilities in proportion to their presence in the general population) (“Policy Statement on Inclusion of Children with Disabilities in Early Childhood Programs,” U.S. Department of Health and Human Services & U.S. Department of Education, September 14, 2015). Funding for all costs associated with the implementation of students’ IEPs shall be provided through DOE;
- (7) **Funding Requirements.** Adhere to specifications with respect to funding provided through the EOEL Public Prekindergarten Program pursuant to Sections III.B.2a and III.B.2b of this Master MOA;
- (8) **Staff Qualifications.** Hire an EOEL Public Prekindergarten Program Teacher(s) and Educational Assistant(s) who meet the following preferred qualifications for the positions in which they are hired.
- a. Teachers: 30-36 credits of coursework in early childhood education from a State-Approved Teacher Education Program, or be enrolled in a program and working toward earning these credentials to Add-A-Field in P-K or P-3 to their current license; and
 - b. Educational Assistants: Current Child Development Associate (CDA) Credential™, coursework for a certificate that meets requirements for CDA Credential™ preparation, or is enrolled in a program and is working toward these credentials;
- (9) **Background Checks.** Ensure that employees undergo DOE’s employment background check before working with children;
- (10) **Prekindergarten Staff Requirements on Campus.**
- a. Ensure the staff hired through the EOEL Public Prekindergarten Program shall provide direct services solely to students enrolled in the EOEL Public Prekindergarten Program, and shall be provided time for co-planning and team meetings regarding student learning, instructional practices, and program implementation in the EOEL Public Prekindergarten Program; and
 - b. Include EOEL Public Prekindergarten Program teaching staff in meetings and activities to promote alignment between all grade levels and settings;

(11) Prekindergarten Staff Participation with EOEL. Participate in all professional development sessions or relevant meetings that are organized or sponsored by EOEL, including as follows:

- a. EOEL Public Prekindergarten Program teaching staff shall attend ten (10) professional development sessions per school year;
- b. New administrators shall attend six (6) professional development sessions;
- c. EOEL Public Prekindergarten Program teaching staff shall participate in coaching and mentoring sessions with EOEL Early Learning Resource Teachers;

(12) Prekindergarten Classroom Obligations.

- a. Implement Developmentally Appropriate Program. Ensure the implementation of a developmentally appropriate program aligned with the Hawaii Early Learning and Development Standards (HELDS) (HRS § 302L-7(b)(4)) with a learning environment that is psychologically and physically safe, is interactive and language-rich, embeds inquiry-based approaches, and promotes higher-order thinking skills;
- b. Utilize Child-centered Curriculum. Utilize child-centered curriculum planning that uses: 1) discipline-based knowledge from curriculum areas (including social-emotional learning) and maintains the intellectual integrity from the specific curriculum areas, 2) conceptual organizers that make content meaningful and accessible for the children in the program, 3) child development knowledge, and 4) research-based development and learning continua;
- c. Formative Assessment Practices. Utilize formative assessment practices and the classroom assessment tool required by EOEL (HRS § 302L-7(b)(2)) (i.e., Teaching Strategies® GOLD® (TS Gold®)) to report on children's development/progress over three reporting periods, based on the schedule required by EOEL. Assessment schedules to be collaboratively determined with principals.
- d. Classroom Assessment Scoring System®. Ensure that staff participate in Classroom Assessment Scoring System® (CLASS®) observations at least two times per school year – once in September-October window, and once in March-April window -- and shall use the feedback provided to improve teacher-student interactions. Observations shall not be used for the purposes of teacher evaluation;
- e. Communication with Families. Implement culturally and linguistically responsive outreach and communication efforts to enroll isolated or hard-to-reach families and engage families in their children's education;

(13) Partnership with EOEL. Work in partnership with EOEL to promote the development of a coordinated and integrated early childhood development and

learning system, by:

- a. Collaborating with early childhood development and learning providers in the community to promote alignment between prekindergarten and elementary programs and to support children and their families in making successful transitions from preschool into kindergarten, including with:
 - i. Center-based program providers;
 - ii. Family child care providers;
 - iii. Family-child interaction learning providers; and
 - iv. Home visiting providers; and
- b. Collaborating with early intervention programs.

(14) Surveys and Evaluations. Participate, as requested, in an annual survey, as well as evaluations conducted by EOEL;

(15) Data and Reporting. Provide the following timely reports/data in the format specified by EOEL (HRS § 302L-7(h) provided that TS Gold is able to generate report based on EOEL format requirements including required fields):

- a. TS Gold® assessment – reporting for each child enrolled by each of the following dates:
 - i. Last school day in October;
 - ii. Last school day in January; and
 - iii. Mid-May;
- b. CLASS® observations at least two times per school year – September-October, and March-April; and
- c. Quarterly reports with required information provided to EOEL, to be submitted by the first business day following the end of each quarter pursuant to the DOE school calendar.

(16) Recordkeeping. Maintain accurate recordkeeping of all purchases where EOEL Public Prekindergarten Program funds are utilized and shall comply with all of the terms of this Master MOA, and all applicable Federal and State laws and regulations. The SCHOOL shall send all fiscal reports to:

Lauren Moriguchi, Director
Executive Office on Early Learning
1390 Miller St. #303
Honolulu, Hawaii 96813

(17) Remaining Funds. All remaining funds shall be returned to EOEL if not spent or encumbered by the end of the fiscal year; and

(18) Compliance with Laws. Abide by all State and Federal laws.

B. EOEL RESPONSIBILITIES TO THE SCHOOL AND DOE

EOEL agrees to the following terms:

- (1) **DOE Feedback.** Use principal and teacher feedback on quality of professional development to improve delivery and support to teachers;
- (2) **Collaboration.** Work collaboratively with SCHOOL and be responsive to support SCHOOL's requests and in alignment with the school's Superintendent-approved design plan in carrying out the SCHOOL's responsibilities pursuant to this Master MOA;
- (3) **Funding.** Provide funding to the SCHOOL as follows:
 - a. **First-time Participants in the EOEL Public Prekindergarten Program.** For schools that will be implementing a new public prekindergarten classroom in the EOEL Public Prekindergarten Program, EOEL agrees to transfer funds to the SCHOOL in the amount of TWENTY-THOUSAND DOLLARS (\$20,000.00) in year one of the program. Funds shall be used to purchase items, materials, and equipment to start up a new prekindergarten classroom and to implement the EOEL Public Prekindergarten Program. Funds are subject to change based on individual school needs. Any changes will be specified in the respective DOE School Addendum.
 - b. **Continuing Participants in the EOEL Public Prekindergarten Program.** For schools that will be continuing to implement a public prekindergarten classroom in the EOEL Public Prekindergarten Program, EOEL agrees to transfer funds to the SCHOOL in the amount of: EIGHT-THOUSAND DOLLARS (\$8,000.00) per classroom, in each year that the EOEL Public Prekindergarten Program is implemented. Funds shall be used for the purposes of administrative costs and to purchase items, materials, and equipment to implement the EOEL Public Prekindergarten Program.
- (4) **Positions.** Transfer two (2) positions to the SCHOOL, which includes one (1) full-time prekindergarten Teacher and one (1) full-time prekindergarten Educational Assistant to implement the EOEL Public Prekindergarten Program;
- (5) **Professional Development.** Provide professional development in the form of an Early Learning Academy for principals, district/Complex Area, and school staff;
- (6) **Costs Covered by EOEL.** Cover the cost of substitute teachers and neighbor island travel for the purpose of attending professional development sessions or relevant meetings that are organized or sponsored by EOEL and approved by the principal;
- (7) **Mentoring.** Provide follow-up coaching and mentoring by EOEL Early Learning Resource Teachers;
- (8) **Monitoring.** Monitor and provide status reports on the SCHOOL's implementation of a high-quality early learning program, based on child development and early childhood education research, including developmentally appropriate practices, within the school and community; and

(9) Compliance with Laws. Abide by all State and Federal laws.

C. JOINT RESPONSIBILITIES

The Parties agree to the following terms:

(1) Contact Persons.

- a. EOEL and the SCHOOL shall each appoint a key contact person ("Contact Person") as indicated in Sections VI.A and VI.B of the DOE School Addendum who shall be an administrator or individual who has decision-making authority
- b. Contact Persons from EOEL and the SCHOOL shall maintain frequent communication to facilitate cooperation under this Master MOA.

(2) Coordination.

- a. EOEL and the SCHOOL shall coordinate in the areas of assessments, data sharing, instructional tools, family engagement, cross-sector and comprehensive service efforts, professional development, and workforce and leadership development.
- b. EOEL and the DOE and the SCHOOL shall coordinate, but not supplant, the delivery of high-quality preschool programs funded through EOEL with existing services for preschool-aged children including, if applicable, programs and services supported through title I of the Elementary and Secondary Education Act, part C and section 619 of part B of the Individuals with Disabilities Education Act, subtitle VII-B of the McKinney-Vento Act, the Head Start Act, and the Child Care and Development Block Grant Act.

(3) SPED Contact Persons. EOEL and DOE shall each appoint a SPED Contact Person ("SPED Contact Persons"), as indicated in Sections VI.A and VI.B of the DOE School Addendum, for the purposes of collaborating to coordinate services for special education students who require placement in a general education setting through their IEPs. For DOE, the SPED Contact Person shall be a person at the district level. For EOEL, the SPED Contact Person shall be EOEL's Contact Person pursuant to this Master MOA.

(4) Non-compliance with Master MOA.

- a. If EOEL determines that the SCHOOL is not complying with the terms of this Master MOA, EOEL will issue a "Notice of Non-Compliance" to notify the SCHOOL and the Complex Area Superintendent in writing of its deficiencies;
- b. If after 30 days the SCHOOL is unable to comply with the terms of this agreement, EOEL will issue a "Notice of Intent to Terminate" to the SCHOOL and Complex Area Superintendent unless the SCHOOL comes into full compliance with the Master MOA;

- c. If after another 30 days the SCHOOL is unable to comply with the terms of this agreement, EOEL will issue a "Notice of Intent to Terminate" to the Superintendent for the SCHOOL to come into full compliance with the Master MOA; and
- d. If after another 30 days the SCHOOL is still unable to comply with the terms of this agreement, EOEL will terminate the relevant DOE School Addendum as set forth in Section IV.D of this Master MOA.

IV. GENERAL TERMS

A. DURATION

This Master MOA shall be effective on the date of the last signature affixed hereto, and terminates on June 30, 2019, unless the Master MOA is extended pursuant to Section IV.B of the Master MOA.

B. MASTER MOA RENEWAL

This Master MOA may be extended for not more than two (2) state fiscal years (July 1st - June 30th) provided that funding is available,

- (1) Upon mutual written agreement of the parties,
- (2) Prior to expiration, and
- (3) Under the same terms and conditions of the original agreement or as negotiated between EOEL and DOE.

C. DISPUTE RESOLUTION

(1) Disputes Between EOEL and SCHOOL. In the event there is a dispute between the SCHOOL and EOEL, the SCHOOL shall send a written notification of the dispute to the Superintendent or Superintendent's designee and the Director of EOEL within ten (10) business days. Superintendent or Superintendent's designee and the Director of EOEL shall work to resolve the dispute within 60 business days of receipt of the written notification.

(2) Disputes Between EOEL and DOE. In the event there is a dispute between EOEL and DOE, the Superintendent or Superintendent's designee and the Director of EOEL shall work to resolve the dispute within 60 business days. If Superintendent or Superintendent's designee and the Director of EOEL cannot resolve the dispute, a workgroup with one BOE member, one ELB member,

Superintendent, and the Director of EOEL shall work together to reach resolution.

D. MOA TERMINATION

In the event the SCHOOL is no longer able to comply and fulfill the responsibilities and requirements of this Master MOA pursuant to Section III.C.4 of this Master MOA, EOEL shall terminate the relevant DOE School Addendum or any renewal term and all items, materials, and equipment purchased with funds provided through the EOEL Public Prekindergarten Program shall be returned to EOEL.

In the event that the SCHOOL decides to terminate the relevant DOE School Addendum or any renewal term, the SCHOOL and the Complex Area Superintendent shall provide EOEL with 90 days prior written notice and upon the expiration of the 90-day period.

Upon termination of this Master MOA or any renewal term by either EOEL or the SCHOOL, all items, materials, and equipment purchased with funds provided through the EOEL Public Prekindergarten Program shall be returned to EOEL.

E. DOE SCHOOL ADDENDA

All DOE School Addenda are individual agreements between EOEL and a school, which shall be recorded as an addendum to this Master MOA, and signed by EOEL's Master MOA Administrator pursuant to Section M below, and the DOE School Principal. The Superintendent of DOE designates the Complex Area Superintendent and the DOE School Principal to sign the respective DOE School Addendum. All DOE School Addenda will be provided to DOE and EOEL upon execution to Superintendent and Director of EOEL and stored with the Master MOA.

The DOE School Addenda may be amended or modified at any time by mutual agreement in writing by the signatories to each DOE School Addendum. All amended DOE School Addenda will be provided to DOE upon execution to Superintendent and Director of EOEL and stored with the Master MOA. The information included in the DOE School Addenda does not amend and cannot conflict with the Master MOA. If a change is made to any DOE School Addenda, the updated DOE School Addendum must be sent to all signatories, and new signatures obtained.

By signing the DOE School Addendum, the SCHOOL agrees to all terms contained within this Master MOA, which shall be in effect upon full execution of the DOE School

Addendum by all parties.

F. MODIFICATIONS

This Master MOA may be amended or modified only by mutual agreement in writing and signed by each of the Parties involved, including approval as to form by the Department of the Attorney General. The updated Master MOA will be provided to DOE and EOEL upon execution to Superintendent and EOEL Director.

G. ENTIRE AGREEMENT

This is the entire agreement between DOE and EOEL. This Master MOA and its addenda with respect to its subject matter supersede any previous and contemporaneous written or oral representations, statements, negotiations, or agreements.

H. SEVERABILITY

If any provision of this Master MOA and its addenda is held to be illegal, invalid, or unenforceable, that provision shall be fully severable. The remainder of this Master MOA and its addenda shall remain in full force and effect, unaffected by the severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Master MOA and its addenda.

I. WAIVER

Waiver by any Party to this Master MOA and its addenda of any breach of any provision of this Master MOA and its addenda, or warranty or representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this Master MOA and its addenda shall not operate as a waiver of the right. All rights and remedies provided for in this Master MOA and its addenda are cumulative.

J. EXECUTION

Each person signing this Master MOA on behalf of the Parties represents that he or she has authority to sign on behalf of and to bind such Party.

K. ASSIGNMENT

The rights, duties, or obligations under this Master MOA are not assignable.

L. EXECUTION IN COUNTERPARTS

This Master MOA may be executed in counterparts. Each counterpart when so executed shall be deemed to be an original. All counterparts when taken together shall constitute the same Master MOA. Facsimile and/or scanned signatures transmitted by electronic mail shall be deemed originals.

M. MASTER MOA ADMINISTRATOR

For purposes of this Master MOA, the persons identified below, or his/her duly authorized representatives or successors in office, is designated the Master MOA Administrator (MA) for his/her respective party. Notwithstanding the responsibilities set forth in this section, any coordination of services falling outside those articulated above shall remain with EOEL.

(1) EOEL:

The MA for EOEL may be contacted as follows:

Lauren Moriguchi, EOEL Director

Mailing Address: 1390 Miller St. #303, Honolulu, Hawaii 96813

Phone: (808) 586-3811 / Fax: (808) 586-3812

Email: lauren.k.moriguchi@hawaii.gov

The EOEL MA is responsible for:

- The terms, conditions, quantities, specifications, scope of services, other Master MOA terms, and all decisions relating to the Master MOA;
- Monitoring and evaluating the work of the SCHOOL, assuring the services or goods are delivered as required in the Master MOA, and allocating funds for furniture, materials, and equipment; and
- Notifying the Contact Persons and SPED Contact Persons, as appropriate, in the event of change in the scope of work or any other Master MOA terms in the Master MOA.

(2) DOE:

The MA for DOE shall be the Superintendent, who may be contacted as follows:

Christina Kishimoto, Superintendent
Mailing Address: 1390 Miller St. # 309, Honolulu, Hawaii 96813
Phone: (808) 586-3313 / Fax: (808) 586-3314
Email: christina_kishimoto@notes.k12.hi.us

The DOE MA is responsible for:

- The terms, conditions, quantities, specifications, scope of services, other Master MOA terms, and all decisions relating to the Master MOA;
 - Ensuring that the schools that sign a DOE School Addendum comply with the provisions of the Master MOA;
- Notifying the Contact Persons and SPED Contact Persons, as appropriate, in the event of change in the scope of work or any other Master MOA terms in the Master MOA.

SIGNATURES

EXECUTIVE OFFICE ON EARLY LEARNING (EOEL)



Lauren Moriguchi, Director

10/16/18

Date

APPROVED AS TO FORM

By:



Kevin M. Richardson, Deputy Attorney General

10/12/18

Date

DEPARTMENT OF EDUCATION (DOE)



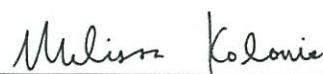
Dr. Christina Kishimoto, Superintendent

10/29/2018

Date

APPROVED AS TO FORM

By:



Holly T. Shikada, Supervising Attorney General

10-10-18

Date

EXHIBIT A

MEMORANDUM OF AGREEMENT BETWEEN EXECUTIVE OFFICE ON EARLY LEARNING AND THE STATE OF HAWAII DEPARTMENT OF EDUCATION TO IMPLEMENT A HIGH-QUALITY PREKINDERGARTEN PROGRAM

DOE SCHOOL ADDENDUM FOR <INSERT SCHOOL NAME>

This State of Hawaii, Department of Education (DOE) School Addendum shall be completed by the appropriate DOE Complex Area Superintendent and School Principal for the identified school and the Executive Office on Early Learning (EOEL) for each individual classroom throughout the duration of the Master MOA. The SCHOOL and EOEL are collectively referred to as the "Parties to this Addendum". Upon execution of the required signatures, the Principal shall send the fully executed copy to Superintendent and the Director of EOEL. This DOE School Addendum must be completed and signed to be effective.

This DOE School Addendum outlines the relationship between the identified DOE School and EOEL. The information included in this DOE School Addendum does not amend and cannot conflict with the Master MOA. If a change is made to any DOE School Addendum, the updated DOE School Addendum must be sent to all signatories, and new signatures obtained.

Execution, distribution, and maintenance of the DOE School Addendum should follow the instructions provided in Section IV.E of the Master MOA.

I. FUNDING

EOEL may agree to transfer funds to the SCHOOL in addition to the funding specified in Sections III.B.2a and III.B.2b of the Master MOA, pursuant to mutual agreement in writing between EOEL and the SCHOOL.

II. DOE SCHOOL ADDENDUM TERM

This DOE School Addendum shall be effective starting on the date of the last signature affixed hereto, and ending on June 30, 2019.

III. DOE SCHOOL ADDENDUM RENEWAL

This DOE School Addendum may be extended for not more than two (2) state fiscal years (July 1st – June 30th) provided that funding is available,

- (1) Upon mutual written agreement of the Parties to this Addendum,
- (2) Prior to expiration, and
- (3) Under the same terms and conditions of the original agreement or as negotiated between EOEL and the SCHOOL.

IV. PERFORMANCE PERIOD

The SCHOOL shall fulfill its responsibilities and obligations pursuant to the Master MOA within the time limits specified in Sections II and III of this DOE School Addendum, which are the maximum timeframes allowed.

V. DOE SCHOOL ADDENDUM TERMINATION

- A. Non-Compliance with Master MOA. If EOEL determines that the SCHOOL is not complying the terms of the Master MOA, EOEL will notify the SCHOOL in writing of its deficiencies and of EOEL's intent to terminate this DOE School Addendum within 90 days unless the SCHOOL comes into full compliance with the Master MOA. If after 90 days the SCHOOL is still unable to comply with the terms of the Master MOA, EOEL will terminate this DOE School Addendum as set forth in Section IV.E of the Master MOA.
- B. Termination by SCHOOL. In the event that the SCHOOL is no longer able to, or decides to no longer fulfill the responsibilities and requirements of the Master MOA, the SCHOOL shall inform EOEL with ninety (90) days prior written notice and upon the expiration of the ninety (90)-day period, and this DOE School Addendum shall terminate as set forth in Section IV.D of the Master MOA.

VI. CONTACT PERSONS

A. EOEL:

Contact Person. The Master MOA Administrator for EOEL has designated the person identified below as EOEL's Contact Person for the Master MOA, pursuant to Section III.C.1 of the Master MOA. As such, this Contact Person should be the initial contact for EOEL on all matters related to the Master MOA and this DOE School Addendum. The Contact Person can be contacted as follows:

Coleen Momohara, Educational Specialist

Mailing Address: 1390 Miller St. #303, Honolulu, Hawaii 96813

Email: coleen_momohara@notes.k12.hi.us

SPED Contact Person. The primary EOEL contact(s) for the purposes of collaborating to coordinate services for special education students who require placement in a general education setting through their IEPs, pursuant to Section III.C.3 of the Master MOA is the same as the Contact Person specified as the Contact Person above.

B. COMPLEX AREA:

Name

Email Address

Complex Area

Complex Area Address

Complex Area Phone Number

C. SCHOOL:

Contact Person. The Master MOA Administrator for DOE has designated the person identified below as DOE's Contact Person for the Master MOA, who shall be the SCHOOL administrator or individual who has decision-making authority, pursuant to Section III.C.1 of the Master MOA. As such, this Contact Person should be the initial contact for DOE on all matters related to the Master MOA and this DOE School Addendum. The Contact Person can be contacted as follows:

Name

Email Address

School Name

School Address

School Phone Number

SPED Contact Person. The primary school contact(s) for the purposes of collaborating to coordinate services for special education students who require placement in a general education setting through their IEPs, pursuant to Section III.C.3 of the Master MOA, are the district-level person(s) identified below:

District/Complex Area Employee Name

Email Address

District/Complex Area Name

District/Complex Area Address

District/Complex Area Phone Number

VII. AUTHORITY TO ENTER INTO ADDENDUM

By signing this DOE School Addendum, the Complex Area and the SCHOOL hereby certifies and represents that it has read and has all requisite power and authority to execute and fulfill the terms of the Memorandum of Agreement between the Executive Office on Early Learning and the State of Hawaii, Department of Education, to implement a high-quality Prekindergarten Program, dated _____.

VIII. EXECUTION

Each person signing this DOE School Addendum on behalf of the Parties to this Addendum represents that he or she has authority to sign on behalf of and to bind such Party.

IX. ASSIGNMENT

The rights, duties, or obligations under this DOE School Addendum are not assignable.

X. EXECUTION IN COUNTERPARTS

This DOE School Addendum may be executed in counterparts. Each counterpart when so executed shall be deemed to be an original. All counterparts when taken together shall constitute the same DOE School Addendum. Facsimile and/or scanned signatures transmitted by electronic mail shall be deemed originals.

XI. SIGNATURES

EXECUTIVE OFFICE ON EARLY LEARNING (EOEL)

Lauren Moriguchi, Director

Date

COMPLEX AREA

Complex Area Superintendent (Name Printed Below)

Date

SCHOOL

Principal (Name Printed Below)

Date